

## **ENVIRONMENTAL HEARINGS OFFICE**

### **Minutes of Meeting November 12, 2008 9:00 a.m.**

The November 2008 meeting was called to order by Chair Kathy Mix in the Boards' office in Lacey, Washington. Present were Chair Kathy Mix, Board Member Andrea McNamara Doyle, Administrative Appeals Judges Kay Brown, Phyllis Macleod and Cassandra Noble, Administrative Manager Robyn Bryant, Hearings Coordinator Debbie Joblonski and Administrative Secretary Janet Buechler. Minutes of the October 2008 meeting were read and approved.

Handouts were distributed for review which included the pollution, shoreline, forest practice, hydraulic, and environmental and land use appeals filed, a brief summary of all cases that have closed and the Case Statistics Report.

#### **Appellate Update**

Chair Kathy Mix reported that there was one new Superior Court Appeal filed during the previous month. There was also a discussion concerning Growth Management Act hearings decisions in relation to interfaces with Shorelines Hearings Board decisions. The Board will schedule a discussion on this matter sometime in December. It was also reported that the *Squaxin Island Tribe* case argument on appeal was held in late October.

#### **Financial Update**

Kathy and Robyn indicated there was nothing new to report until new figures are released by the Governor's office later this month.

Andrea reported that after review of the subscription costs for the office, there was no less expensive way to receive the subscriptions that we already receive and that those publications we do receive are necessary for the conduct of business.

### **Personnel/Human Resources Issues**

The Performance Development Plan and Expectations for the Administrative Law Judges decisions was tabled for discussion by the Board at a later date.

### **Style Manual Update**

The style manual was presented for final comment. The final document will be printed on cardstock and distributed to everyone to begin using immediately.

### **Pre-Hearing Orders**

A suggestion was made to standardize procedure and language on e-filings and fax filings in pre-hearing orders. Various versions of standard language will be gathered and circulated to the judge's and board members for discussion at a later meeting.

### **"Your Right to be Heard"**

Cassandra suggested that the handout "Your Right to be Heard" which is sent out to all parties at the time they file an appeal, should be reviewed for clarity and revisions. Cassandra will draft new language directed at simplifying the process for pro se appellants.

Meeting adjourned.

Janet Buechler  
Administrative Secretary